

# QUARTERLY AGENCY STATE VEHICLE ACCIDENT SUMMARY REPORT

## INSTRUCTIONS FOR COMPLETING THE REPORT

Reference: Fleet Safety Program, Appendix D – Information Sheet

Quarter: \_\_\_\_ 1 July – 30 September / \_\_\_\_ 1 October – 31 December / \_\_\_\_ 1 January – 31 March / \_\_\_\_ 1 April – 30 June

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Agency: **SC Department of Administration** Division/Office: \_\_\_\_\_

Agency No.: F03

Agency No. (if known): \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Number of vehicles in Agency Fleet: \_\_\_\_ Owned + \_\_\_\_ Leased = \_\_\_\_ Total

Number of miles driven in state vehicles during Quarter: \_\_\_\_\_

1. Accident No.	2. County No.	3. Route No.	4. Date	5. Day	6. Time	7. Persons injured or killed

8. Vehicle Year	9. Tag Number	10. Damage Severity	11. DL Number	12. Date of Birth	13. At Fault	14. MVI



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Scan/E-Mail to [holly.bockow@admin.sc.gov](mailto:holly.bockow@admin.sc.gov) or IMS to: DGS Safety, 921 Main Street, Room 113, Columbia, SC 29201;  
Safety will copy DGS State Fleet Management, ATTN: Vivian Roberson

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Each accident involving a state vehicle is to be reported to DGS Safety at the time of the accident. Copies of the police report (SC DMV Form FR-10) and the [Vehicle Accident Report](#) are to be sent to DGS Safety and the State Fleet Management Safety Officer while the originals go to the Insurance Company. In addition, this report is required quarterly.

Use the following instructions for completing the appropriate column of the Quarterly Agency State Vehicle Accident Summary Report. (Only the report itself, i.e., not the instructions, needs to be submitted by e-mail scan or via IMS to DGS Safety by the 5<sup>th</sup> workday following the end of each quarter.)

**Column 1** - Accident numbers are assigned by the Agency (DGS Safety will assign the Accident Number for all vehicles.)

**Column 2** - Enter the code number for the county where the vehicle accident occurred. Example: Enter 40 for Richland County

01 – Abbeville	13 – Chesterfield	25 – Hampton	37 – Oconoe
02 – Aiken	14 – Clarendon	26 – Horry	38 – Orangeburg
03 – Allendale	15 – Colleton	27 – Jasper	39 – Pickens
04 – Anderson	16 – Darlington	28 – Kershaw	40 – Richland
05 – Bamberg	17 – Dillon	29 – Lancaster	41 – Saulda
06 – Barnwell	18 – Dorchester	30 – Laurens	42 – Spartanburg
07 – Beaufort	19 – Edgefield	31 – Lee	43 – Sumter
08 – Berkley	20 – Fairfield	32 – Lexington	44 – Union
09 – Calhoun	21 – Florence	33 – McCormick	45 – Williamsburg
10 – Charleston	22 – Georgetown	34 – Marion	46 – York
11 – Cherokee	23 – Greenville	35 – Marlboro	
12 – Chester	24 – Greenwood	36 – Newberry	

**Column 3** - Enter the highway number or street name and city where the vehicle accident occurred. Example: US1 Columbia SC

**Column 4** - Enter the calendar date (day / month / year) of when the vehicle accident occurred. Example: 15 Apr 2014

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**Column 5** – Enter the code number for the day of the week when the vehicle accident occurred. *Example: Enter 2 for Monday*

1 – Sunday	3 – Tuesday	5 – Thursday	7 – Saturday
2 – Monday	4 – Wednesday	6 – Friday	

**Column 6** – Enter the time of the vehicle accident using the 24-Hour clock. *Examples: Enter 0830 for 8:30 AM; 1330 for 1:30 PM*

Time	Code	Time	Code	Time	Code
01:00 AM	0100	09:00 AM	0900	05:00 PM	1700
02:00 AM	0200	10:00 AM	1000	06:00 PM	1800
03:00 AM	0300	11:00 AM	1100	07:00 PM	1900
04:00 AM	0400	12:00 PM	1200	08:00 PM	2000
05:00 AM	0500	01:00 PM	1300	09:00 PM	2100
06:00 AM	0600	02:00 PM	1400	10:00 PM	2200
07:00 AM	0700	03:00 PM	1500	11:00 PM	2300
08:00 AM	0800	04:00 PM	1600	12:00 AM	2400

**Column 7** – Enter “Injured” and/or “Killed” and the number for each. *Example: Injured – 1 / Killed - 0*

**Column 8** – Enter the Make, Model and Year of manufacture of vehicle. *Example: Ford F-150 (2001)*

**Column 9** – Enter the SC license tag number of the state vehicle. *Example: SG1234*

**Column 10 - DAMAGE SEVERITY** (estimate or actual cost of repairs as determined by repair facility)

1 – Slight	Less than \$400 damage
2 – Moderate	\$401 - \$1,000 damage
3 – Severe	More than \$1,000 damage
4 – Not Available	

**Column 11** - Enter the South Carolina driver’s license number of the vehicle operator. *Example: SCDL 0001234567 (10 digits; add “0” to front, as required)*

**Column 12** – Enter the calendar date of birth (day / month / year) of the vehicle operator. *Example: 15 Jan 85*



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**Column 13** – Enter “State” driver or “Other” driver

As determined at fault (Contributed to Collision – Yes) by the investigating police officer; see SC DMV Form FR-10)

**Column 14** – Enter the code number for the Moving Violation Indicated (MVI) from the SC Uniform Traffic Collision Report

Examples: Enter 22 for improper lane change or 44 for failure to yield right of way (00 for state driver not at fault)

00 – No Improper Driving	4B – Following too closely	62 – Pass stopped school bus	89 – Vehicle license violation
01 – Violation Unknown	4C – Defective brakes	63 – Hit & run property damage	90 – Vehicle license improper
11 – Improper Backing	41 – Speeding (more than 10 mph)	79 – Violation inspection law	91 – Illegal whiskey
21 – Speeding (10 mph & under)	42 – Disregard sign / signal	80 – Fail to stop for police	92 – Faulty equipment
22 – Shifting lanes improperly	43 – Disobedient to officer	82 – Other moving violation	93 – Walking violation
23 – Parking improperly	44 – No right of way	83 – Exc. Wt. Ht. Lt. Wh.	94 – Other violation
25 – Failure to dim lights	45 – Wrong side of road	84 – Pedestrian drunk	95 – Fuel tax marker
26 – Lights improper	46 – Passing unlawfully	85 – Concealed weapon	96 – Driving under suspension
28 – Vehicle unsafe condition	47 – Turning unlawfully	86 – Disorderly conduct	97 – Minimum speed law
29 – Driving in wrong lane	48 – Driving in safety zone	87 – Driver license violation	98 – Racing on highway
4A – No / improper signal	61 – Reckless driving	88 – Trash, etc. on highway	99 – Driving Under Influence

### SC Department of Administration Fleet Safety Coordinators: as of 1 January 2015

Division / Office	Fleet Safety Coordinator	Telephone	E-Mail
Div. of Budget & Analysis, <b>Revenue and Fiscal Affairs Office</b>	Sundra Ladson	734-3793	<a href="mailto:Sundra.Ladson@rfa.sc.gov">Sundra.Ladson@rfa.sc.gov</a>
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Div. of General Services - <b>Interagency Mail Service</b>	Mark Sibley Tiffany McKenzie	898-9924	<a href="mailto:MSibley@gs.sc.gov">MSibley@gs.sc.gov</a> <a href="mailto:TMcKenzie@gs.sc.gov">TMcKenzie@gs.sc.gov</a>
Div. of General Services - <b>State Fleet Management</b>	Vivian Roberson	737-2085	<a href="mailto:VRoberson@gs.sc.gov">VRoberson@gs.sc.gov</a>
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Div. of Insurance Grants, <b>Energy Office</b>	Verdell Young	737-9121	<a href="mailto:VYoung@energy.sc.gov">VYoung@energy.sc.gov</a>
Office of the Executive Director, <b>Internal Operations</b>	Robin Nabors	737-0549	<a href="mailto:Robin@io.sc.gov">Robin@io.sc.gov</a>
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